

OGC 76-3801
09 July 1976

MEMORANDUM FOR: AO/DCI

ATTENTION :

SUBJECT : Request for Part Time Contract Employees.

1. This memorandum will reiterate a matter orally discussed between ourselves in the past week. At present, we have a summer only employee working full time processing our files for conversion to microfilm and a second summer only employee working full time building a computerized data base which will ultimately replace our manual index. From the results of these efforts, we can now predict that both of these projects together will take about two man years to complete.

2. OGC does not have sufficient clerical assets to continue and complete these two worthwhile projects after our summer only employees leave. We request, therefore, you obtain four part-time contract employees for us; two to work in the mornings and two to work in the afternoons. The pay grade should be GS-04. We would like to start them as soon after Labor Day as possible.

Executive Officer, OGC

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CLASSIFICATION Internal Use
Approved For Release 2004/09/23 : CIA-RDP80M00165A002900190004-0
September OFFICE: DCI Admin

CLERICAL REQUIREMENTS FOR THE MONTH OF:

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Personnel Officer:

Ext.

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ADDRESS: 7C-17 HQS

<u>POSITION TITLE & GR</u>	<u>POSITION NO. & FAN</u>	<u>ORGANIZATION DESIGNATION</u>	<u>LOCATION & HOURS</u>	<u>PRESENT/FORMER INCUMBENT</u>	<u>DATE/REASON FOR VACANCY</u>	<u>CANDIDATES IN PROCESS</u>	<u>DUTY DESCRIPTION AND SPECIAL QUALIFICATIONS</u>
Clerk 4	--	Office of General Counsel/DCI	Headquarters (2) 8:30-12:30 (2) 1:00- 5:00	--	On or about September 7	None*	See Attached

*Suggest possibly these positions may be filled
by summer only personnel who may be able to
work after school begins. These employees
will be under contract.

TRANSMITTAL SLIP		DATE 12 July
TO: AO/DCI <i>[Signature]</i>		
ROOM NO.	BUILDING	
REMARKS: <p>For your info and approval. Personnel has sent a questionnaire to the summer-only employees asking that any who are available for part-time employment after school begins, so inform that office. I may be able to get these four from that source. At any rate, subject to your OK, I will send a request to Personnel for these.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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